



## **RECRUITMENT NOTICE**

### **MISSISSIPPI DEPARTMENT OF MARINE RESOURCES**

**1141 Bayview Avenue**

**Biloxi, MS 39530**

**(228) 374-5000**

**December 1, 2016**

The Mississippi Department of Marine Resources (MDMR) is recruiting for the job title described below. All candidates interested in applying for this position should submit their cover letter, resume, references, and salary requirements to [HR@dmr.ms.gov](mailto:HR@dmr.ms.gov). Please note the job title in the subject line.

<b>JOB TITLE:</b>	<b>Chief Scientific Officer</b>
<b>ANNUAL SALARY:</b>	<b>Based on Experience; Minimum \$77,379.97</b>
<b>OFFICE:</b>	<b>Executive Office</b>
<b>LOCATION:</b>	<b>Harrison County/Biloxi, Mississippi</b>
<b>DEADLINE TO APPLY:</b>	<b>January 6, 2017</b>

**ESSENTIAL FUNCTIONS:** This position will serve as the Chief Scientific Officer for the MDMR and chief advisor to the MDMR Executive Director, and is responsible for overseeing major administrative programs and projects. The incumbent plays a key role in formulating policy and can commit resources to specific projects without prior approval. The incumbent will work closely with other members of the senior leadership team to develop an executive strategic initiative to ensure the long-term strategy and sustainability of the agency. The work also includes liaison with the Commission on Marine Resources, Governor's Office, State and Federal legislators, residential and commercial areas of the public sector, and other control agencies of the local, state, and federal government. Frequent internal and external contacts are made to provide information and to coordinate activities. The work is reviewed periodically through conferences and reports to the MDMR Executive Director. The incumbent in this position travels regularly and must be willing to work a flexible schedule. Successful performance in this position requires strong analytical and decision making skills, the ability to communicate effectively both verbally and in writing with personnel at all organizational levels,

and skill in planning and implementing agency goals and objectives. The incumbent must exercise tact and diplomacy in dealing with situations important to the Agency. This position serves at the will and pleasure of the Executive Director.

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

### **Education:**

\*A Master's Degree in Coastal Sciences or related field;

**AND**

### **Experience:**

\*Five (5) years of experience in coastal resource management or equivalent experience.

\*Qualifications set by statute under Section 49-15-11, Mississippi Code of 1972.

## **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Serves as the chief scientific advisor to the MDMR Executive Director in all phases of direction and supervision of the Agency's activities.
2. Works closely with others in formulating and/or implementing agency policies, procedures, plans, and/or programs.
3. Provides scientific expertise and technical assistance to the Executive Director and staff.
4. Formulates and recommends programs, policies, and procedures to the Executive Director.
5. Conducts special projects and investigations for the Executive Director.
6. Reviews and critiques recommendations made by others for the Executive Director.
7. Works closely with the Executive Director and other key management staff in all areas of program development and implementation to ensure the MDMR accomplishes its legislatively mandated mission.
8. Counsels with the Executive Director, Office Directors, and Commission on Marine Resources in the promulgation and implementation of policy, plans, and procedures.
9. Advises the Executive Director in all areas of science, budgeting, contracts, grants, and other administrative matters.

10. Maintains effective public relations with local, federal, and state agencies and residential and commercial areas of the public sector, including advocacy of MDMR policy and programs.

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The Mississippi Department of Marine Resources is an equal opportunity employer.